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23 March 1973

MEMORANDUM FOR: Deputy Director for Intelligence

Deputy Director for Operations

Deputy Director for Science and Technology

General Counsel
Inspector General
Legislative Counsel

Director of National Estimates

SUBJECT:

Telephone Answering Procedures

1. Attached is an advance copy of on the above subject which I have approved for distribution later next week.

2. Also attached is a list of guidelines developed by the Central Cover Staff to assist you in instructing those elements of your component that have conditions of cover to maintain to comply with the revised procedures.

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HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachments: 2

cc: DD/M&S Office Directors

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